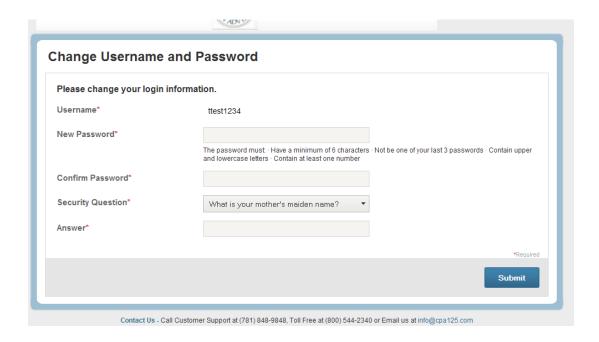


Dear Flexible Spending Account Participant:

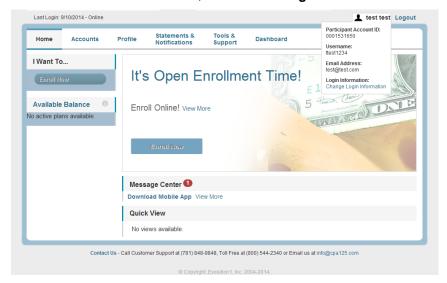
It's that time of year - YOUR ANNUAL OPPORTUNITY TO RENEW YOUR FLEXIBLE SPENDING ACCOUNT!

Renewing your plan has never been easier – Please follow the steps below to enjoy another year of TAX FREE SAVINGS!!!! (Please note – this is your notification to renew – paper enrollment forms will not be sent out)

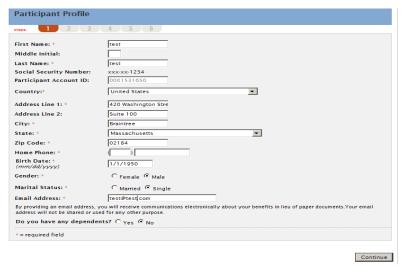
- 1. Plan Carefully. Before you enroll, you must first decide how much you want to contribute to your account(s). You will want to spend some time estimating your anticipated eligible medical and dependent care expenses for the plan year, as Federal tax regulations require that any unused amount (aside from the \$500 carryover, if applicable) at the end of the plan year be forfeited.
- 2. Enroll online. To begin online enrollment, go to https://cpaemployee.lh1ondemand.com.
 - a. To login for the <u>FIRST TIME</u> **both** your username and password will be the first initial of your first name, your last name, and last four of your social security number (example jsmith1234). The system will automatically ask for a new password.
 - b. If you have already logged-in and changed your password your username will always be the same as above, and the password will be what you had changed it to. There is a "forgot password" option if needed. (you can also use the "forgot password" option if you have locked your account)



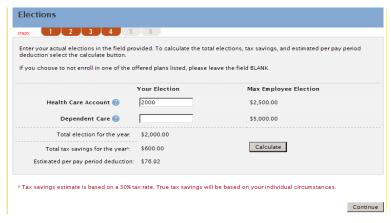
Click the Enroll link in the Actions column. Next, click the link Begin Your Enrollment Now.



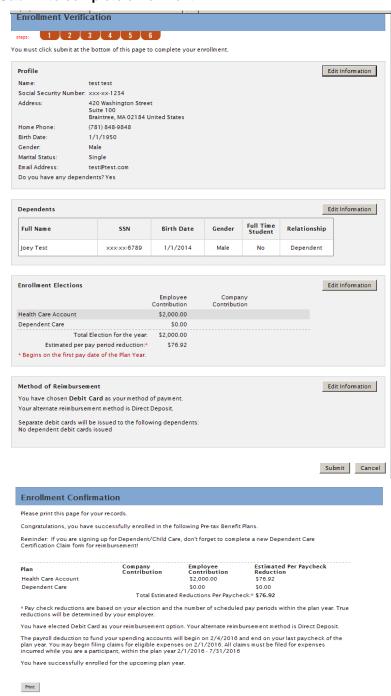
Enter the Participant Profile information, and click Continue.



Enter Your Election amount for the appropriate plans—If you aren't enrolling in a plan, leave the field BLANK—do not put any value in the field. Click **Calculate**. The system automatically calculates your payroll deductions based on your payroll periods. Click **Continue**.



Review and verify enrollment information. To update information, click the Edit Information buttons. When verified, **click Submit to complete enrollment.**



The Enrollment Confirmation displays. Click **Next Steps** to view the Next Steps documents, and click **Print** to print the Enrollment Confirmation for your records.

REMINDER: If you elected Dependent Care, don't forget to complete a new Reimbursement Claim Form each year! You can obtain the form in the FORMS section.